

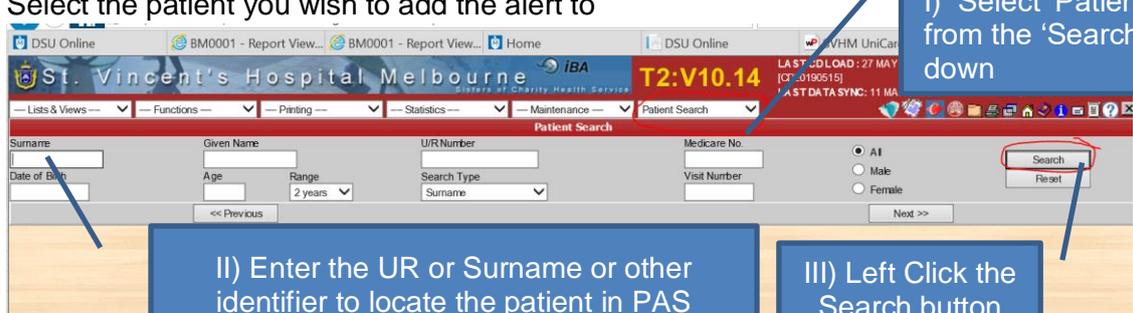


QUICK GUIDE: ADDING RESEARCH ALERTS TO THE PATIENT ADMINISTRATION SYSTEM [PAS]

There one alerts in PAS for Research. This alerts is shown as a red triangle  in the patient banner of PAS.

TO ADD A RESEARCH ALERT TO A PATIENT

1. Select the patient you wish to add the alert to

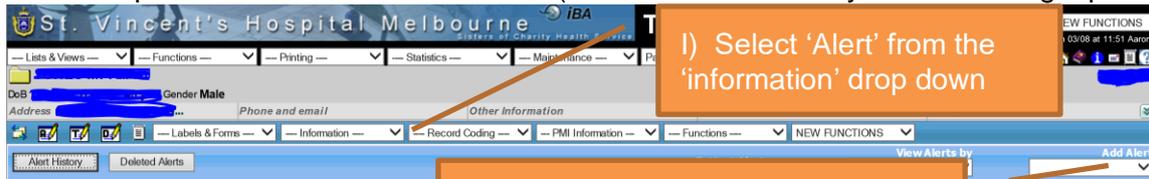


I) Select 'Patient Search' from the 'Search' drop down

II) Enter the UR or Surname or other identifier to locate the patient in PAS

III) Left Click the Search button

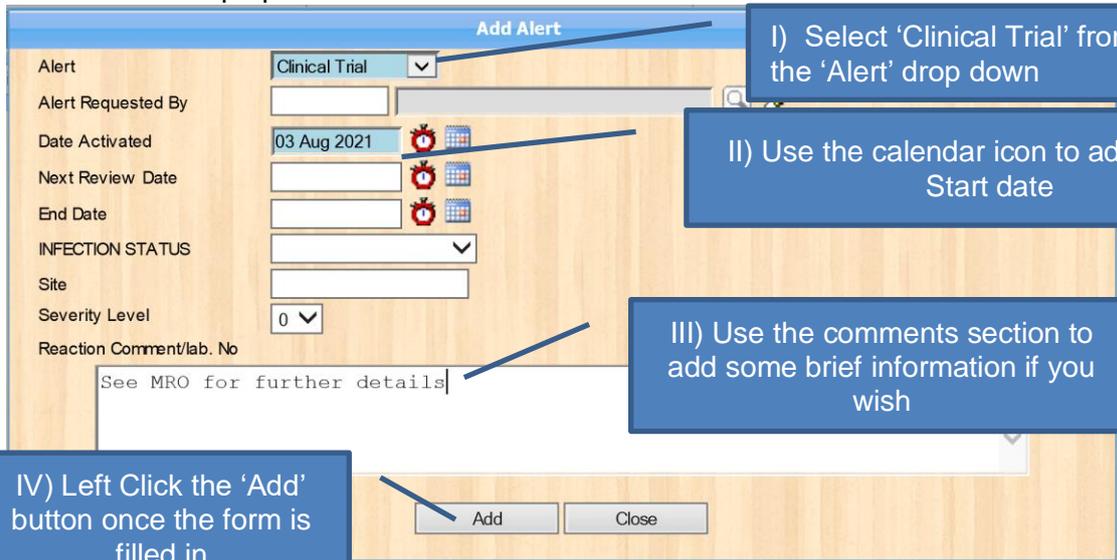
2. Once the patient is Selected add the alert (Please double check you have the right patient)



I) Select 'Alert' from the 'information' drop down

II) Select 'Research' from the 'Add Alert' Drop down

3. Use the Alert Pop up to add the Alert to the selected Patient



I) Select 'Clinical Trial' from the 'Alert' drop down

II) Use the calendar icon to add the Trial Start date

III) Use the comments section to add some brief information if you wish

IV) Left Click the 'Add' button once the form is filled in

TO REMOVE A RESEARCH ALERT

On the completion of the research trial

4. Select the Patient, this is the same process as shown in *Point One* above.
5. Click the red triangle  displayed in the patient banner, this will take you to the alerts section for that patient.

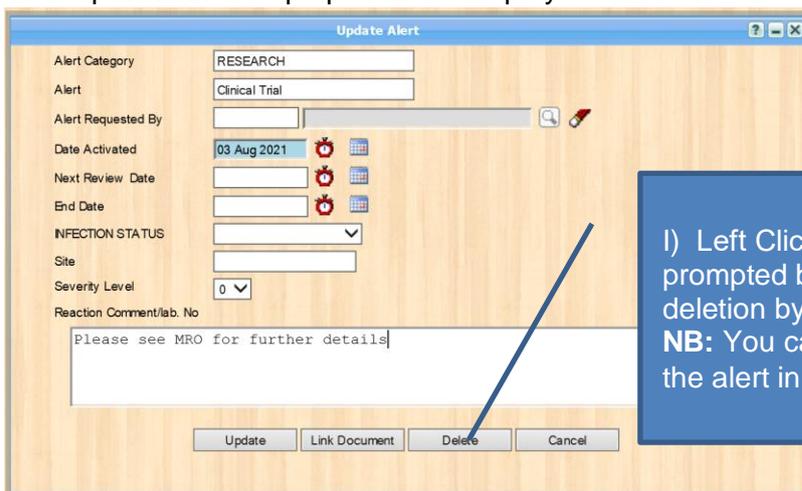
6. Open the research Alert



Type	Description	INFECTION STATUS	Reaction Comment/Lab no	Requested By HCP	Created By	Updated By	Date Activated	Inactive/Exp End Date	Level	Document
 RESEARCH	Clinical Trial		See MRO for further details		Aaron Stork		03 Aug 2021			No

1) Left Click on the Red Triangle in the alerts section for Research
NB: Take care to select the correct alert as there can be multiple types of alerts

7. The 'Update Alert' Pop up form will display



1) Left Click the 'Delete' button. When prompted by another pop up, confirm the deletion by left clicking 'OK'
NB: You can update most of the fields of the alert in this screen

NB: PAS keeps an audit history of deleted/modified alerts, these can be viewed by Left Clicking on the 'Deleted Alerts' Button or to view past modifications to alerts – by Left Clicking on the 'Alert History' Button.

